

# **GOVERNMENT MANAGEMENT ACCOUNTABILITY AND PERFORMANCE**

## **DATA DICTIONARY**

The GMAP reports are updated using the data sources and measures agreed upon by the WorkFirst partners. The Sub-Cabinet 2, comprised of policy-making administrators from the WorkFirst agencies, reviews the data. State, regional, and local level performance information is included in each report. The reports are intended to provide users with the most recent information about their standing relative to the goals established by Gov. Gregoire and the WorkFirst partners.

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<http://www.workfirst.wa.gov/statestaff/PerformanceMeasures.htm>

## Caseload

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CSO level measure of the number of adult, child-only, and total AU (Assistance Unit) cases receiving Temporary Assistance for Needy Families (TANF) each month. These data include LEP, and tribal cases. Total Caseload includes adult and child-only cases.

**Detail:** CSO level unduplicated count of all distinct cases or Assistance Units (adult, child-only and total) who received a TANF cash benefit grant during the month reported.

**Source:** ACES

**Data Availability:** Monthly, end of second week after ACES download.

**Notes:** As the history of the caseload is built within the Performance Measure, the most recent months are replaced by a more stable extract of the caseload.

## **Diversion Cash Assistance to TANF**

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CSO level count of distinct adult clients who received a Diversion Cash Assistance payment and moved to TANF within 6 or 12 months.

**Numerator:** Count of total adult clients receiving DCA during the reported month and appeared on a TANF case within the 6/12 months following.

**Denominator:** Total adult clients receiving DCA during the reported month.

**Source:** ACES

**Data Availability:** Monthly, end of second week after ACES download.

**Notes:** DCA data is derived by using the CASE\_SNAP table and AU\_ADRQ to form PADA's DCA\_CASELOAD table.

## Countable Activities

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CSO level count of distinct adult clients who entered TANF and are in one of the following activities within 30 days.

**Numerator:** Count of distinct adult clients who have entered TANF and are in one of the following activities within 30 days: Job Search, Unsubsidized Work, Full-Time Education, Community Jobs, Other Education and Training, and X Codes.

**Denominator:** Total adult TANF entries.

**Detail:** Countable Activities are defined as the numbers of unduplicated count of adults who are open in any one of the following components within 30 days of the clients benefit month begin date. If the client is found to be open in more than one of the following components, the client is counted only once. (JS, PT, FT, HW, PE, CJ, AA, BA, GE, VE, VU, CC, XB, XC, XD, XE, XF, XG, XH, XJ, XM, XN, XP). To determine if a component is open, we use the actual component end date from e-JAS. If the actual end date is not available or it exceeds the scheduled date, the scheduled end date is used to determine the component ended.

**Source:** ACES

**Data Availability:** Monthly, end of second week after ACES download.

## Full-Time Participation

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CSO level count of the number of distinct WorkFirst adults required to and participating full time in WorkFirst components.

**Numerator:** Total adult clients in full-time Components: FT, JS, PE, HW, CJ and Other, plus Total Clients in full-time participation with multiple components and contracted components.

**Denominator:** Total WorkFirst Adult Caseload minus those clients who are exempted for: ZA - Exempt, 55 and over, caretaker relative; ZB - Exempt, caring for an adult with disabilities; ZC - Caring for a child with special needs; or ZD - Exempt adult with severe and chronic disabilities

**Sources:** ACES.

**Data Availability:** Monthly; end of second week after ACES download.

## Job Search Placements

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CSO level count of the number of distinct adult clients in ESD's Job Search (JS) program who have gained unsubsidized employment within 3 months.

**Numerator:** Of those adult clients who have fulfilled the criteria to count for a Job Search start date in the given month, how many have obtained new unsubsidized employment in the following three months.

**Denominator:** Adult clients who have a Job Search start date in the given month.

**Detail:** For Denominator; Job Search components are determined from JAS for a given Cohort month. The last JS component is selected in the month, if there are more than one start date. JS starts are selected of the previous 3 months. If any of the Cohort month JS have JS start dates in these previous 3 months, they are removed from the Denominator.

For Numerator; employments are counted for 3 months (90 days from the JS start date) from any of the following employment tables: JAS Component table, SKIES Placement table, or UI-Benefit (NewHire) table.

Data are listed for WDA, WorkSource Center office, and State.

**Guidelines:**

- (a) If client is RB'd within 5 days of JS start date, then JS does not count in the Cohort.
- (b) Exclude from JS in the denominator if a training component is listed after JS start date for 3 months after the cohort month: PE, HW, or CJ.
- (c) If a JS occurs in the Cohort month, after a PE, HW, or CJ in the cohort month, this JS counts.
- (d) If there are duplicate counts of JS in cohort month, the last one is chosen, by start date.

**Sources:** JAS, UI-Benefit (New Hire) table, SKIES Placement Table.

**Data Availability:** Monthly; end of second week after ACES download.

## Community Jobs Placements

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CSO level count of distinct CJ clients who present unsubsidized employment earnings anytime through the 4<sup>th</sup> quarter after enrollment.

<b>Numerator:</b>	The number of clients enrolled in a given quarter (denominator) who present covered employment earnings in the enrollment quarter or any of the individual succeeding quarters (4 quarters total).
<b>Denominator:</b>	The number of clients enrolled in Community Jobs in the given quarter.
<b>Detail:</b>	A list of JAS Ids for those clients enrolled in CJ during the given quarter is sent to ESD. This dataset is matched to ESD's UI-Wage database for each of the four target quarters.
<b>Source:</b>	CTED database, JAS, UI-Wage file.
<b>Data Availability:</b>	Quarterly. Four quarters for measure, plus one quarter lag for UI-wage data completion.

## Customized Job and Skills Training

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Count of the number of distinct adult clients exiting CJST in the given quarter, who present unsubsidized employment earnings 90 and 180 days following exit.

**Numerator:** All adult clients exiting CJST in a given quarter who had covered employment earnings in the following quarter, and two quarters after leaving CJST.

**Denominator:** All adult clients exiting CJST in a given quarter.

**Detail:** There is no earnings threshold for the numerator.

**Sources:** SBCTC College Database, UI-Wage file.

**Data Availability:** Quarterly. Allow one quarter lag for UI-wage data completion.



## High Wage / High Demand Training

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Count of the number of distinct adult clients exiting HW/HD in the given quarter, who present unsubsidized employment earnings 90 and 180 days following exit.

**Numerator:** All adult clients exiting HW/HD in a given quarter who had covered employment earnings in the following quarter, and two quarters after leaving HW/HD.

**Denominator:** All adult clients exiting HW/HD in a given quarter.

**Detail:** There is no earnings threshold for the numerator.

**Sources:** SBCTC College Database, UI-Wage file.

**Data Availability:** Quarterly. Allow one quarter lag for UI-wage data completion.

## Time to Employment

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Median days to employment at the WorkSource Center level.

**Detail:** Of those having a Job Search start date in month, and having employment in the following 3 months, using JAS Component table, SKIES Placement table and UI-Benefits table, count the number of days to their first employment.

**Detail:** Data is gathered from those clients having been in Job Search in the given month. Of those in each cohort that had employment registered in the JAS Component table, SKIES Placement table or the UI-Benefits table within 90 days of that JS start date are included in the calculation of the median days to employment.

Data are listed for WorkSource Center office, WDA, and State.

**Guidelines:**

- (a) Median days to employment is defined as the level where 50% of the days to employment are above and below the median point within a group. Herein groups are defined as an Office or WDA or Statewide.
- (b) Employments from JAS Component table, SKIES Placement table and UI-Benefits table are used in this Measure, because they include an employment date.
- (c) The UI-Wage file lists no date of employment and is therefore not used.

**Source:** JAS Component table, SKIES Placement table and UI-Benefits table.

**Data Availability:** Monthly; end of second week after ACES download.

**Notes:**

The employment dates are defined: the JAS Component table lists employment dates as approximate, when reported by the client, the SKIES Placement table lists an employment date, but is the date the employment is entered into the SKIES database. The UI-Benefits Employment date is the transmission date, that time the employment date was registered into the database.

Median days = 0, is good. This means that a person, or group got employment the same day of their service.

Median Days to Employment across the same groups such as Offices cannot be simply averaged to get median days for the group. This is because offices do not have the same populations. The median days is calculated from the entire consolidated group of offices. For instance, one cannot average all the offices (in the State) and call that the median days to employment of the State. The median days to employment of the State must be calculated for the entire whole group. Those that commonly “average” median days to employment of sub-groups will find their results in error of up to 20%.

## Self-Sufficiency Exits

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CSO level count and percentage of distinct cases or assistance units who received a TANF/SFA cash benefit during the month reported, the AU was closed in ACES as of the end of the month reported, and neither the AU nor any client on the AU received TANF/SFA in any one of the following three months AND the closure was for "self-sufficiency."

**Numerator:** Total TANF closure cases for: Self-Sufficiency, Other, Child Support More Than Grant (324), Excess Net Income-Cash Assistance (331), Exceeds Earned Income Limit (334), Change in Child Support Payment (507), and AU requests closure (557).

**Denominator:** Total TANF closure cases for: Child Support More Than Grant (324), Excess Net Income-Cash Assistance (331), Exceeds Earned Income Limit (334), Change in Child Support Payment (507), and AU requests closure (557).

**Sources:** ACES.

**Data Availability:** Monthly; end of second week after ACES download.

## Exits with Employment

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CSO level count of the number of distinct adult clients exiting TANF in the given quarter, who present unsubsidized employment earnings in the quarter of exit.

- Numerator:** Adult clients exiting TANF in a given quarter who had covered employment in the exiting quarter. From the denominator, select the subset of clients who show positive UI Wages during the quarter of exit.
- Denominator:** Adult clients exiting TANF in a given quarter. A record is counted as an exit in any given quarter if it is an exit in any month within the quarter. A record is counted as an exit in a given month if the record shows TANF income in the previous month, but doesn't show TANF income in the given month.
- Detail:** This is a quarterly report that will contain information on (1) the number of adult clients exiting TANF during a given quarter, (2) the number of clients employed during that quarter out of those exiting TANF, and (3) the ratio of adult TANF exiters who are employed during the quarter of exit. This information will be compiled by CSO, by DSHS regions and state totals similar to the layout of the current Tier-2 measures.
- Sources:** AFarrays file, UI-Wage file.
- Data Availability:** Quarterly. Allow one quarter lag for UI-wage data completion.

# Child Support

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## Non-Custodial Parents (NCPs) With Payments

Percentage of Non-Custodial Parents with current TANF and post-TANF (within 12 months of exit) IV-D cases making payments

**Numerator:** Of those NCPs in the denominator, how many made a payment during the month reported. Note that about 8% of the NCPs live out-of-state.

**Denominator:** Unduplicated count of Non-Custodial Parents with at least one IV-D case where the case was receiving TANF during the month reported or had received TANF within the past 12 months.

**Sources:** SEMS.

**Data Availability:** Monthly; end of second week after ACES download.

## Child Support Cases with Orders Established

Percentage of TANF or post-TANF (within 12 months of exit) IV-D cases with a child support order established.

**Numerator:** Of those cases in the denominator, a count of those cases that have child support orders established. Note that about 8% of the cases are out-of-state.

**Denominator:** Count of IV-D cases currently on TANF or post-TANF (within 12 months of exit).

**Sources:** SEMS.

**Data Availability:** Monthly; end of second week after ACES download.

## Employment Starts to Exits in 3 Months

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CSO level count of the number of distinct adult clients exiting TANF three months after presenting CARD earnings.

**Numerator:** Adult clients with a job-start and follows them 3 months looking for an exit. If the individual goes off-TANF during any of those months then the record is counted as an exit.

**Denominator:** Adult clients with a job-start in a given month. The measure looks at the number of individuals with CARD earnings in the given month who didn't present earnings in the previous month.

**Detail:** The measure looks at the month of interest, say May 2006, and checks the TANF caseload for individuals who are on TANF, did not have CARD earnings in the previous month (April'06), but present CARD or JAS job-start in May'06. If any of those records fails to receive a TANF grant during any of the following three months (i.e. June, July, or August) then the record is counted as an Employment Start to Exit. The measure does not check for continuous income, neither checks for a return to TANF during the three-month period.

**Sources:** JAS, CARD.

**Data Availability:** Monthly; end of second week after ACES download.

## Median Placements Wages

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Median hourly wage, at the WorkSource Center level, for unduplicated adult Job Search clients at employment.

**Detail:** What was the hourly wage rate of at least half the adult clients who presented unsubsidized employment earnings in the 3 months following the cohort month.

Data is gathered from those WorkSource clients having been in a cohort month. Of those in each cohort who had unsubsidized employment (Earnings and Hours Worked) registered in the UI Wage file the quarter of employment; calculate their respective median hourly wage rate.

Data are listed for WorkSource Center office, WDA, and State.

**Guidelines:** (a) Median wage is defined as 50% of the client's hourly wage rates are above and below a median point within a group. Here groups are defined as an Office or WDA or Statewide.  
(b) Earnings and hours listed to compute wage rates come only from the UI-Wage file.

**Sources:** UI Wage file.

**Data Availability:** Quarterly; allow one quarter lag for UI-wage data completion.

**Note:** Median wages across the same groups such as Offices cannot be simply averaged to get a median wage for the group. This is because different offices do not have the same populations. The median wage is calculated from the entire consolidated group of offices. For instance, one cannot average all the offices (in the State) and call that the median Wage of the State. The median wage of the State must be calculated for the entire whole group. Those that commonly "average" median wages of sub-groups will find their results in error of up to 20%.



## Job Retention

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CSO level count of the number of distinct adult clients presenting an unsubsidized employment exit from TANF who remain employed for the year following the exit.

<b>Numerator:</b>	Number of adult clients who exit TANF in the reported quarter ( $Q_0$ ), who present unsubsidized employment earnings of at least \$1,875 in the quarter after exit ( $Q_1$ ), and present unsubsidized employment earnings of at least \$2,500/quarter in $Q_2$ , $Q_3$ , and $Q_4$ , or \$13,800 total in $Q_1$ , $Q_2$ , $Q_3$ , $Q_4$ .
<b>Denominator:</b>	Adult clients who exited TANF in the reported quarter ( $Q_0$ ) and presented unsubsidized employment earnings of at least \$1,875 in the quarter of exit ( $Q_1$ ).
<b>Detail:</b>	A $Q_0$ exit from TANF is defined a record receiving a TANF grant on at least one month during $Q_0$ and not receiving such grant on all three months of $Q_1$ .
<b>Sources:</b>	CARD, UI-Wage file.
<b>Data Availability:</b>	Quarterly. Allow one quarter lag for UI-wage data completion.

## Earnings Progression

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CSO level count of the number of distinct adult clients leaving TANF whose earnings increased by 10% after one year.

**Numerator:** Number of adult clients who exit TANF in the reported quarter ( $Q_0$ ), who present unsubsidized employment earnings in  $Q_1$  and whose unsubsidized employment earnings in  $Q_5$  were at least 10 percent greater than earnings in  $Q_1$ ; also counted are exiting adults who had unsubsidized employment earnings that exceed \$5,000 in each quarter  $Q_2 - Q_5$ .

**Denominator:** Adult clients who exited TANF in the reported quarter ( $Q_0$ ) and presented any amount of unsubsidized employment earnings in  $Q_1$ .

**Detail:** A  $Q_0$  exit from TANF is defined a record receiving a TANF grant on at least one month during  $Q_0$  and not receiving such grant on all three months of  $Q_1$ .

**Sources:** CARD, UI-Wage files.

**Data Availability:** Quarterly. Allow one quarter lag for UI-wage data completion.

## Long-Term Exits

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Percentage of distinct cases or assistance units who received a TANF/SFA cash benefit during the month reported, the AU was closed in ACES as of the end of the month reported, and neither the AU nor any client on the AU received TANF/SFA in any one of the following 12 months.

**Numerator:** Of those cases in the denominator, a count of those cases where neither the AU nor any client on the AU received TANF/SFA in any one of the following 12 months.

**Denominator:** Count of distinct cases or assistance units who received a TANF/SFA cash benefit during the month reported and the AU was closed in ACES as of the end of the month reported.

**Sources:** ACES.

**Data Availability:** Monthly; end of second week after ACES download.

## Glossary

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<b>CARD</b>	CARD is a subset of the ACES database.
<b>CJ</b>	Community Jobs: wage subsidized employment in training.
<b>ESD</b>	Employment Security Department (a Washington State Department).
<b>Exiter</b>	An Exiter is one who has an employment in month, and has not received a TANF grant any of the following 4 months.
<b>HW</b>	Training for High-Wage Hi-Demand positions.
<b>JAS</b>	Jobs Automated System. Management system (database) that stores documentation and data. The Component Table is used for these components: JS, FT, PT, CJ, PE, HW (Job Search, Full Time Employment, Part Time Employment, Community Jobs Training, Pre-Employment Training, High Wage/High Demand Training).
<b>Job Search</b>	JS is a service provided by ESD wherein a client is given support services in preparation for obtaining employment.
<b>NewHire Table</b>	See UI-Benefits.
<b>PE</b>	Pre-Employment training.
<b>Quarter</b>	The consolidated time frame of the UI-Wage file. There are 4 quarters in a year, each defined from: Jan 1 – Mar 31, Apr 1 – Jun 30, Jul 1 – Sep 30, and Oct 1 – Dec 31.
<b>SKIES Placement Table</b>	SKIES database containing listed employments along with employment start dates. There is no report of wages in this file. This table is updated weekly.
<b>UI-Benefits</b>	Weekly updated database that details an employment from the employer. Wages are not included in the report. This report only lists a new employment. This file is commonly referred to as the NewHire table. This table is updated weekly.
<b>UI-Wage file</b>	Unemployment Insurance (Wage files). This data is listed by Quarter and includes total earnings, and usually the total hours worked. Wage files are populated continuously, and are considered almost fully populated within 6 to 8 months after the end of that Quarter.
<b>WDA</b>	Regional WorkSource Delivery Area. There are 12 WDAs throughout the State of Washington.
<b>WorkSource Center</b>	The State of Washington, the Department of Employment Security program refers to its field offices as WorkSource Centers to serve those with employment goals. These offices are organized into 12 regional WDAs.